Senior 1 to Senior 4 Mature Student Graduation Requirements (2003)

Building for the Future

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SENIOR 1 TO SENIOR 4 MATURE STUDENT GRADUATION REQUIREMENTS (2003)

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MATURE STUDENT GRADUATION REQUIREMENTS

Purpose of Handbook

The purpose of this handbook is to provide Senior Years school administrators and adult learning centre (ALC) directors with information about policy requirements related to *Senior 1 to Senior 4 Mature Student Graduation Requirements* (2003).

Introduction

A provincial graduation diploma requires the successful completion of 28 credits across Senior 1 to 4. For "mature students" an alternative route to graduation is available. The *Senior 1 to Senior 4 Mature Student Graduation Requirements* (2003) sets out the requirements for the Mature Student High School Diploma. Manitoba Education and Youth and Manitoba Advanced Education and Training, with their commitment to lifelong learning, believe that it is important for adults to have additional opportunities to graduate from Senior Years.

Mature Student Eligibility

A "mature student" eligible for obtaining a Mature Student High School Diploma under the *Senior 1 to Senior 4 Mature Student Graduation Requirements* (2003) is one who:

(a) is 19 years of age or over at the time of enrolment in school division/district or ALC programming directed at completing the Mature Student Graduation Requirements, or one who will reach the age of 19 before completion of the course(s) in which one is enrolled;

(b) has been out of school six months or more, and out of school long enough for the class, of which one was last a member, to have graduated from Senior Years; and

(c) has not obtained a high school diploma.

Students can enrol in a school division/district or ALC for the purpose of obtaining the Mature Student High School Diploma if they are eligible as described above.

Mature Student Graduation Requirements

The purpose of the *Senior 1 to Senior 4 Mature Student Graduation Requirements* (2003) is to enable eligible mature students to graduate from Senior Years by obtaining a Mature Student High School Diploma. The Mature Student Graduation Requirements outlined in this document are consistent with graduation requirements as described in *Increasing Choice and Flexibility: Changes to Senior Years Graduation Requirements* (March 2001) and *Increasing Choice and Flexibility: Changes to Senior Years Graduation Requirements Status Report* (2002).

Programming

1. Mature Student Graduation Requirements for English, Français, French Immersion, and Senior Years Technology Education Programs consist of eight credits (see charts on following pages).

2. Enrolment can be on a part-time or full-time basis.

3. The mature student must ensure that the requirements of the post-secondary education, training, or work situations he or she intends to pursue are met. School divisions/districts and ALCs support students in learning about post-secondary requirements.

4. Compulsory credits in language arts and mathematics successfully completed toward one of the four school programs prior to enrolment can be transferred toward completion of the Mature Student Graduation Requirements. Additional credits can be transferred to meet Mature Student Graduation Requirements (see charts on following pages).

5. Courses designated as G (General), F (Foundation), S (Specialized), A (Advanced), M (Modified), E (English as a Second Language), U (University), and C (College) are accepted for Mature Student Graduation Requirements.

6. Mature students are required to write Senior 4 standards tests in compulsory subject areas. Exemptions can be made in accordance with the Department's current Policies and Procedures for Standards Tests, available online at <www.edu.gov.mb.ca/ks4/assess/publications.html>.

7. Mature students cannot obtain retroactive mature student standing. The Mature Student High School Diploma cannot be claimed solely on the basis of courses previously credited at Senior Years.

The charts that follow detail credit requirements for the various streams of the Mature Student High School Diploma. Normally the required Senior 4 courses (four credits) will be completed by the student while enrolled in the Mature Student Diploma Program, and the four additional credits may either be completed while the student is enrolled in the Mature Student Diploma Program or carried forward from previously completed high school credits, literacy programs, or Adult Basic Education (ABE). From the tables, you will also see that, like the English program, both the Français and French Immersion programs have four compulsory Senior 4 credits.

In the event that the student has previously completed some of the required Senior 4 credits, the principal of the school or principal of the Distance Learning and Information Technologies Unit or education director of an ALC will have discretion to carry these forward as well. However, in determining the most appropriate combination of credits for the student to obtain the Mature Student Diploma, it is important to consider the currency of previously completed credits. Credits completed more than 10 years ago should not be carried forward without permission of Manitoba Education and Youth or Manitoba Advanced Education and Training.

8. School divisions/districts, schools, and ALCs cannot set requirements for obtaining a Mature Student High School Diploma other than those set by Manitoba Education and Youth or Manitoba Advanced Education and Training.

Roles and Responsibilities

9. The principal of a school in a school division/district, the principal of the Distance Learning and Information Technologies Unit, or the education director of an ALC is responsible for tracking student progress and ensuring that the requirements are met prior to a mature student obtaining a Mature Student High School Diploma.

10. The principal of a school in a school division/district, the principal of the Distance Learning and Information Technologies Unit, or the education director of an ALC is responsible for assessing students' previous learning experiences and determining transferability of credits.

11. A Mature Student High School Diploma and a transcript issued by the school or ALC will be granted to mature students on completion of the Mature Student Graduation Requirements. The transcript must include the courses completed by the student, including course designations (see *Subject Table Handbook*).

Other

12. There is no time limit for completing Mature Student Graduation Requirements. The length of time needed to complete Mature Student Graduation Requirements depends on the program chosen and the number of credits a mature student is able to transfer toward the Mature Student High School Diploma from previous learning experiences (see charts).

13. Credits can be completed through the Distance Learning and Information Technologies Unit, a school or an adult learning centre, or through a dual credit arrangement with a post-secondary institution. *Any credit, including required credits, may be completed by a mature student through Prior Learning Assessment or the Challenge for Credit Option.* Substitution of credits does not apply to the Mature Student Diploma.

14. Departmental requirements related to "schools of choice" and "program(s) not offered locally" apply to each mature student until June 30 of the calendar year in which the mature student turns 21 years of age, or until the mature student achieves a graduation diploma, as defined in regulation, whichever comes first.[1] For this cohort of mature students (who are **not** students of an ALC), transfer and residual fees apply, and these mature students cannot be charged a tuition fee(s). "Schools of choice" and "program(s) not offered locally" do not apply to any mature student who is 21 years of age or older, nor to any mature student who has previously achieved a graduation diploma, as defined in regulation. For this cohort of mature students, transfer and residual fees do not apply, and the mature students can be charged a tuition fee(s). Please refer to Appendix C in *Funding of Schools* for the current year.[2] Note: Paragraph 14 does **not** apply to students of an ALC.

15. Funding to school divisions for *individual* students enrolled as mature students will continue as in the past. Funding for adult-specific programs at schools or ALCs is based on the programming offered and must be applied for with the Adult Learning and Literacy Branch.

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[1] For information regarding The Public Schools Act and regulations as these apply to mature students, please contact the Education Administration Services Branch, 507-1181 Portage Avenue, Winnipeg, Manitoba, R3G 0T3, telephone (204) 945-6897 or fax (204) 948-2154.

[2] For information regarding funding for mature students, please contact Schools' Finance Branch, 511-1181 Portage Avenue, Winnipeg, Manitoba, R3G 0T3, telephone (204) 945-6910 or fax (204) 948-2000.

Questions regarding the interpretation of this policy and requests for exceptions should be directed to one of the following offices:

Adult Learning and Literacy Branch
Manitoba Advanced Education and Training
310–800 Portage Avenue, Winnipeg, MB R3G 0N4
(204) 945-8247
Toll free: 1-800-282-8069 (ext. 8247)
Fax: (204) 948-1008

Program and Policy Services Unit—English Program
School Programs Division
Program Development Branch
W320–1970 Ness Avenue
Winnipeg, MB R3J 0Y9
(204) 945-7972 or (204) 945-7974 or (204) 945-6032
Toll free: 1-800-282-8069 (ext. 7972, or 7974, or 6032)
Fax: (204) 948-3668

Curriculum Development and Implementation Branch—Français and French Immersion Programs
Bureau de l'éducation française Division
Room 509
1181 Portage Avenue
WInnipeg, MB R3G 0T3
(204) 945-6022 or (204) 945-6916
Toll free: 1-800-282-8069 (ext. 6022 or 6916)
Fax: (204) 945-1625

Mature Student Graduation Requirements
English Program

Credit Requirements[1]		Types of Curricula Schools and Adult Learning Centres Can Use to Meet Credit Requirements				Specific Curricula as of 2002-03 School Year
		Dept-Dev.	IB/AP	SICs[2]	SIPs[2]	
Senior 4 English Language Arts	1	✔	✔	✗	✗	Senior 4 English Language Arts: Comprehensive Focus *or* Senior 4 English Language Arts: Literary Focus *or* Senior 4 English Language Arts: Transactional Focus *or* Senior 4 English Language Arts: Language and Technical Communication *or* previously accredited Senior 4 English Language Arts curricula (e.g., English Language Arts 40G)
Senior 4 Mathematics	1	✔	✔	✗	✗	Senior 4 Accounting Systems *or* Senior 4 Applied Mathematics *or* Senior 4 Consumer Mathematics *or* Senior 4 Pre-Calculus Mathematics *or* Senior 4 Mathematics *or* previously accredited Senior 4 Mathematics curricula (e.g., Mathematics 40G)
Additional Senior 4 credits	2	✔	✔	✔	✔	
Additional Senior 1 to 4 credits	4[3]	✔	✔	✔	✔	
TOTAL CREDITS	8					

Key: ✔ Yes ✗ No

[1] Course designations can include G, F, S, M, E, U, or C. Course designations must be shown on the transcript issued by the school division/district or ALC.

[2] Students can complete a maximum of 4 School-Initiated Courses (SICs) and a maximum of 2 Student-Initiated Projects (SIPs) toward the Mature Student High School Diploma.

[3] These 4 credits can be granted at the discretion of the school principal, the principal of the Distance Learning and Information Technologies Unit (Winkler Office), or the education director of an adult learning centre on the basis of:

- successful completion of adult upgrading such as Adult Basic Education or literacy training (maximum 4 credits)
  (It is not appropriate to grant ABE/Literacy credit for work that is clearly below a level consistent with Senior 1–4 learning outcomes. Questions regarding the appropriate crediting of ABE/Literacy can be directed to the Adult Learning and Literacy Branch at (204) 945-8247.)
- credits earned previously in Senior 1 to Senior 4 (Grades 9 to 12) (maximum 4 credits)—refer to number 7, page 2
- may include 1 credit for community service and a maximum of 2 credits of the Special Language Credit Option and/or 2 credits of the Private Music Option

Mature Student Graduation Requirements
Français Program

Credit Requirements[1]		Types of Curricula Schools and Adult Learning Centres Can Use to Meet Credit Requirements				Specific Curricula as of 2002-03 School Year
		Dept-Dev.	IB/AP	SICs[2]	SIPs[2]	
Senior 4 Français	1	✔	✔	✗	✗	Français langue première, Langue et communication, secondaire 4
Senior 4 Mathématiques	1	✔	✔	✗	✗	Mathématiques appliquées, secondaire 4 *or* Mathématiques du consommateur, secondaire 4 *or* Mathématiques pré-calcul, secondaire 4 *or* Mathématiques, Systèmes comptables, secondaire 4 *or* previously accredited Mathématiques, secondaire 4 curricula (e.g., Mathématiques 40G)
Senior 4 Anglais	1	✔	✔	✗	✗	Senior 4 Anglais: Comprehensive Focus *or* Senior 4 Anglais: Literature Focus *or* Senior 4 Anglais: Transactional Focus *or* Senior 4 Anglais: Language and Technical Communication *or* previously accredited Senior 4 Anglais curricula (e.g., Anglais 40G)
Additional Senior 4 credits[4]	1	✔	✔	✔	✔	
Additional Senior 1 to Senior 4[4]	4[3]	✔	✔	✔	✔	
TOTAL CREDITS	8					

Key: ✔ Yes ✗ No

[1] Course designations can include G, F, S, M, E, U, or C. Course designations must be shown on the transcript issued by the school division/district or ALC.

[2] Students can complete a maximum of 4 School-Initiated Courses (SICs) and a maximum of 2 Student-Initiated Projects (SIPs) toward the Mature Student High School Diploma.

[3] These 4 credits can be granted at the discretion of the school principal, the principal of the Distance Learning and Information Technologies Unit (Winkler Office), or the education director of an adult learning centre on the basis of:

- successful completion of adult upgrading such as Adult Basic Education or literacy training (maximum 3 credits)
  (It is not appropriate to grant ABE/Literacy credit for work that is clearly below a level consistent with Senior 1–4 learning outcomes. Questions regarding the appropriate crediting of ABE/Literacy can be directed to the Adult Learning and Literacy Branch at (204) 945-8247.)
- credits earned previously in Senior 1 to 4 (Grades 9 to 12) (maximum 4 credits) (refer to number 7, page 2)
- may include 1 credit for community service and a maximum of 2 credits of the Special Language Credit Option and/or 2 credits of the Private Music Option

[4] In general, courses are offered in the French language but in some cases, at the discretion of the principal, some of the additional courses may be taken in English to a maximum of 3 credits.

Mature Student Graduation Requirements
French Immersion Program

Credit Requirements[1]		Types of Curricula Schools and Adult Learning Centres Can Use to Meet Credit Requirements				Specific Curricula as of 2002-03 School Year
		Dept-Dev.	IB/AP	SICs[2]	SIPs[2]	
Senior 4 Français Immersion	1	✔	✔	✗	✗	Français langue seconde—immersion, Langue et communication, secondaire 4
Senior 4 Mathématiques	1	✔	✔	✗	✗	Mathématiques appliqués, secondaire 4 *or* Mathématiques du consommateur, secondaire 4 *or* Mathématiques pré-calcul, secondaire 4 *or* Mathématiques, Systèmes comptables, secondaire 4 *or* previously accredited Mathématiques, secondaire 4 curricula (e.g., Mathématiques 40G)
Senior 4 English Language Arts—Immersion	1	✔	✔	✗	✗	Senior 4 English Language Arts—Immersion: Comprehensive Focus *or* Senior 4 English Language Arts—Immersion: Literary Focus *or* Senior 4 English Language Arts—Immersion: Transactional Focus *or* Senior 4 English Language Arts—Immersion: Language and Technical Communication *or* previously accredited Senior 4 English Language Arts—Immersion curricula (e.g., English Language Arts—Immersion 40G)
Additional Senior 4 credits[4]	1	✔	✔	✔	✔	
Additional Senior 1 to 4 credits[4]	4[3]	✔	✔	✔	✔	
TOTAL CREDITS	8					

Key: ✔ Yes ✗ No

[1] Course designations can include G, F, S, M, E, U, or C. Course designations must be shown on the transcript issued by the school division/district or ALC.

[2] Students can complete a maximum of 4 School-Initiated Courses (SICs) and a maximum of 2 Student-Initiated Projects (SIPs) toward the Mature Student High School Diploma.

[3] These 4 credits can be granted at the discretion of the school principal, the principal of the Distance Learning and Information Technologies Unit (Winkler Office), or the education director of an adult learning centre on the basis of:

- successful completion of adult upgrading such as Adult Basic Education or literacy training (maximum 3 credits)
  (It is not appropriate to grant ABE/Literacy credit for work that is clearly below a level consistent with Senior 1–4 learning outcomes. Questions regarding the appropriate crediting of ABE/Literacy can be directed to the Adult Learning and Literacy Branch at (204) 945-8247.)
- credits earned previously in Senior 1 to 4 (Grades 9 to 12) (maximum 4 credits) (refer to number 7, page 2)
- may include 1 credit for community service and a maximum of 2 credits of the Special Language Credit Option and/or 2 credits of the Private Music Option

[4] In general, courses are offered in the French language but in some cases, at the discretion of the principal, some of the additional courses may be taken in English to a maximum of 4 credits.

Mature Student Graduation Requirements
Senior Years Technology Education Program (English Language)

Credit Requirements[1]		Types of Curricula Schools and Adult Learning Centres Can Use to Meet Credit Requirements				Specific Curricula as of 2002-03 School Year
		Dept-Dev.	IB/AP	SICs[2]	SIPs[2]	
Senior 4 English Language Arts	1	✔	✔	✗	✗	Senior 4 English Language Arts: Comprehensive Focus *or* Senior 4 English Language Arts: Literary Focus *or* Senior 4 English Language Arts: Transactional Focus *or* Senior 4 English Language Arts: Language and Technical Communication *or* previously accredited Senior 4 English Language Arts curricula (e.g., English Language Arts 40G)
Senior 4 Mathematics	1	✔	✔	✗	✗	Senior 4 Accounting Systems *or* Senior 4 Applied Mathematics *or* Senior 4 Consumer Mathematics *or* Senior 4 Pre-Calculus Mathematics *or* Senior 4 Mathematics *or* previously accredited Senior 4 Mathematics curricula (e.g., Mathematics 40G)
Technology Education credits[3]	6	✔	✔	✔	✔	
TOTAL CREDITS	8	✔	✔	✔	✔	

Key: ✔ Yes ✗ No

1 Course designations can include G, F, S, M, E, U, or C. Course designations must be shown on the transcript issued by the school division/district or ALC.

2 Students can complete a maximum of 4 School-Initiated Courses (SICs) and a maximum of 2 Student-Initiated Projects (SIPs) toward the Mature Student High School Diploma. (**Note:** 1 credit may be given for community service and a maximum of 2 credits of the Special Language Option and/or 2 credits of the Private Music Option.)

3 These 6 credits must all be from an approved Senior Years Technology Education program cluster with a minimum of 2 courses at Senior 3 and 2 courses at Senior 4.

Mature Student Graduation Requirements
Senior Years Technology Education Program (Français and French Immersion)

Credit Requirements[1]		Types of Curricula Schools and Adult Learning Centres Can Use to Meet Credit Requirements				Specific Curricula as of 2002-03 School Year
		Dept-Dev.	IB/AP	SICs[2]	SIPs[2]	
Senior 4 Français/Français Immersion	1	✔	✔	✗	✗	Français langue première, Langue et communication, secondaire 4/ Français langue seconde—immersion, Langue et communication, secondaire 4
Senior 4 Mathématiques	1	✔	✔	✗	✗	Mathématiques appliquées, secondaire 4 *or* Mathématiques du consommateur, secondaire 4 *or* Mathématiques pré-calcul, secondaire 4 *or* Mathématiques, Systèmes comptables, secondaire 4 *or* previously accredited Mathématiques, secondaire 4 curricula (e.g., Mathématiques 40G)
Senior 4 Anglais/English LA-Immersion	1	✔	✔	✗	✗	Senior 4 Anglais/English LA-Immersion: Comprehensive Focus *or* Senior 4 Anglais/English LA-Immersion: Literary Focus *or* Senior 4 Anglais/English LA-Immersion: Transactional Focus *or* Senior 4 Anglais/English LA-Immersion: Language and Technical Communication *or* Previously accredited Senior 4 Anglais/English LA curricula (e.g., Anglais 40G/English LA-Immersion 40G)
Technology Education credits[3]	5[4]	✔	✔	✔	✔	
TOTAL CREDITS	8					

Key: ✔ Yes ✗ No

[1] Course designations can include G, F, S, M, E, U, or C. Course designations must be shown on the transcript issued by the school division/district or ALC.

[2] Students can complete a maximum of 4 School-Initiated Courses (SICs) and a maximum of 2 Student-Initiated Projects (SIPs) toward the Mature Student High School Diploma. (**Note:** 1 credit may be given for community service and a maximum of 2 credits of the Special Language Option and/or 2 credits of the Private Music Option.)

[3] These 5 credits must all be from an approved Senior Years Technology Education program cluster with a minimum of 2 courses at Senior 3 and 2 courses at Senior 4.

[4] In general, courses are offered in the French language but in some cases, at the discretion of the school principal, some of the additional courses may be taken in English.

APPENDIX

Implementation

- Effective immediately, all schools and adult learning centres should implement these Mature Student Graduation Requirements.

Phasing Out *Mature Student Graduation Requirements* (1988)

- By the end of the 2000/2001 school year, all schools were required to phase out the *Mature Student Graduation Requirements* (1988) for all mature students.
- Effective the 2001/02 school year, all mature students had to complete programming under the *Senior 1 to Senior 4 Mature Student Graduation Requirements* (1999), including any returning mature students who began programming under the 1988 requirements.